

DIVISION OF ADMINISTRATION

PERSONNEL POLICY NO. 24

EFFECTIVE DATE: January 3, 1994

SUBJECT: Use of State Resources

AUTHORIZATION:

**Whitman J. Kling, Jr.
Assistant Commissioner**

I. POLICY:

It is the policy of the Division of Administration (DOA) that no employee shall use his/her position, status or influence for personal gain or any other matters other than those required by business necessity.

It is the policy of the Division of Administration that State-owned equipment, supplies, services, and information processing resources (information processing resources include, but are not limited to hardware, software, communications networks, physical facilities, mainframe computer, personal computers and printers) shall be used solely for official State business. An employee may not use State resources to further personal gain. An employee may not allow any other individual to use State resources to further the personal gain of himself, the employee or others.

Employees shall do everything within their power to protect and conserve all State-owned property, including equipment and supplies entrusted or issued to them. Specifically, information processing resources shall be protected by the employee to whom the resource has been assigned. Proper utilization of a secured, confidential password is required.

No unauthorized person shall be transported in any State-

owned vehicle except in emergencies as defined by applicable laws.

State records and documents in the custody of employees are to be used for authorized purposes only. Records shall not be altered, concealed, destroyed, or removed from official custody. Disposal or destruction of records shall be in accordance with applicable laws.

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II. PURPOSE:

To set forth rules governing use of State resources.

III. APPLICABILITY:

This policy shall be applicable to all sections within the Division of Administration both general appropriation and ancillary appropriations.

IV. RESPONSIBILITY:

Each employee is responsible for:

Complying with the provisions and spirit of this policy, and

Protecting and conserving all State resources in an appropriate manner, and

Reporting known violations of this policy to the supervisor, section head, or Appointing Authority.

Each section head is responsible for:

Communicating this policy and all updates to all employees in his/her section, and

Enforcing this policy, and

Protecting, conserving and ensuring the proper use of all State resources (to include equipment, supplies, and information processing resources) under his/her

management.

The Appointing Authority will be responsible for:

Taking appropriate action to assure that State resources are properly utilized.

V. EXCLUSIONS:

There will be no exceptions to this policy.

VI. QUESTIONS:

Questions should be directed to the section head or Appointing Authority.

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VII. VIOLATIONS:

Employees found to have violated this policy may be subject to disciplinary action up to and including termination and/or criminal prosecution.

WJK,JR/AG/cm